

ATTACHMENT 1

SCOPE OF SERVICES

COUNTYWIDE PARKS & RECREATION SYSTEM MASTER PLAN UPDATE – PART A and COUNTYWIDE TRAILS MASTER PLAN UPDATE – PART B

PART A Countywide Parks & Recreation System Master Plan Update

Pursuant to Florida Statute 287.055 (the Consultant’s Competitive Negotiation Act or CCNA), and the “business friendly” initiatives approved by its Board of County Commissioners, Lake County is soliciting statements of qualifications and letters of interest from firms qualified to provide a comprehensive update to the Countywide Parks & Recreation System Master Plan.

Respondents are advised that any award under this solicitation for Parts A & B will be under one contract with one firm.

1. Introduction

Lake County Parks & Trails Division is seeking to update the existing Countywide Parks & Recreation System Master Plan adopted in 2005 that would enable the County to meet standards for National Accreditation and the Statewide Comprehensive Outdoor Recreation Plan (SCORP).

2 Scope of Services

The focus of the updated ten (10) year Countywide Parks and Recreation System Master Plan will be on park facilities which offers active, passive and linear recreation opportunities and shall incorporate all the major components of an effective Parks & Recreation System.

Exploration and development of partnership opportunities with all 14 municipalities (Astatula, Clermont, Eustis, Fruitland Park, Groveland, Howey-in-the-Hills, Lady Lake, Leesburg, Mascotte, Minneola, Monteverde, Mount Dora, Tavares and Umatilla), the Lake County Economic Growth Department, the Lake Sumter Metropolitan Planning Organization (MPO), the Lake County Water Authority (LCWA), the St. Johns River Water Management District (SJRWMD), and all other appropriate State and Federal Agencies, as well as special interest and community organizations. This will include a feasibility study, proposed organizational structure for the cooperative use, fees and charges policy and procedures, operation and maintenance policy, and procedures of joint-use facilities.

Identify needed improvements to current parks, as well as identification of required new parks, types, locations, and recommended facilities. Public involvement in identifying the needs shall be solicited through community workshops, surveys, and interviews with local officials and organizations (County, municipal, school board, and others). A prioritized and phased project list shall be developed based on identified needs, demands, feasibility, funding and scheduling considerations.

3. The Parks and Recreation System Master Plan comprehensive update shall include but not be limited to the following:

- A. Needs Assessment to determine the recreation needs and priorities for Lake County residents and visitors.
- B. Identify and inventory all existing County Parks & Trails facilities, amenities and programs including other public and private providers (14 municipalities, school board, LCWA and others).
- C. Determine facility and program needs based on user surveys, public input sessions, and meetings with community organizations, municipalities, staff and Parks, Recreation and Trails Advisory Board.
- D. Update facility and program recommendations based on collected data, projected population, and required growth management planning for existing park facilities as well as new acquisitions that include general location recommendation, amount of acreage required, level of facility development, and timing schedule.
- E. Update recommendations on future active, passive and linear park facilities and programs including cooperative development, operation and maintenance of facilities and programs with municipal, state, federal, and private agencies.
- F. Develop a needs assessment to determine long term capital improvements.
- G. Develop a standard method for calculating maintenance cost.
- H. Evaluation of maintenance staff levels.
- I. Fee assessment study.
- J. Evaluation of current Adopt-A-Park program.
- K. Evaluate Boating and Waterway Access to all major recreational water bodies (Boat Ramps, Canoe/Kayak Facilities, and Fishing Facilities). Recommend improvements and additional amenities.
- L. Assessment of Blueways Trail System with recommendations on additional trails, amenities, costs and point of access.
- M. Assessment of all “mini-parks” and cemeteries and develop plans for maintenance, possible realignment of (pass onto cities, sell, improvements, and transfer to community organization or agencies).
- N. Park classifications and level of service (Sports Complex, Active/Passive Parks, etc.).
- O. Benchmarks of surrounding Counties (Orange, Polk, Osceola, Marion, Sumter, Volusia, and Seminole) including but not limited to inventory of parks (active and passive/public lands properties), personal services, capital/operating funds, etc.

- P. Assessment of all Public Land Properties, its management plans, capital improvements and operating/restoration plans and funding sources.
- Q. Evaluate County's growth and develop of a point based matrix for future park land purchases of both active and passive parks using such criteria (including but not limited to) population served, connectivity, endanger species, etc.
- R. Coordinate with Economic Growth Department and integrate into the County's Comprehensive Plan.
- S. Evaluate and develop security/vandalism preventions/solutions and associated cost analysis.
- T. Economic impact and funding options.
- U. Coordinate with County's ADA Transition Plan and integrate into the updated Parks Master Plan.
- V. Provide panels and maps for display, showing parks and recreation facilities of Lake County, its Municipalities, LCWA, SJRWMD and all other appropriate Local, State and Federal agency within Lake County.
- W. Develop final planning documents for presentations and recommendation/approval from the Public, Parks, Recreation and Trails Advisory Board and the Board of County Commissioners.

4. Meetings and Presentations

Community input and participation. The Consultant shall coordinate and lead all meetings outlined under the Scope of Services and the County will provide facilities for meetings or arrange for facilities at selected community locations.

- A. Five (5) community forum meetings/presentations at different locations.
- B. One (1) meeting/presentation with the Lake-Sumter MPO, Economic Growth Department.
- C. Two (2) meetings/presentations with the Lake County's Tourist Development Council.
- D. Three (3) meetings/presentations with the Parks, Recreation and Trails Advisory Board.
- E. Two (2) meeting/presentations with the Board of County Commissioners (BCC).
- F. The Consultant shall produce and present the final updated Countywide Parks & Recreation System Master Plan for review and approval to the Parks, Recreation and Trails Advisory Board.
- G. The Consultant shall produce and present the final updated Countywide Parks & Recreation System Master Plan for review and approval to the Board of County Commissioners.

5. Deliverables

The Consultant shall furnish to the County twenty-five (25) hard colored copies of the updated Countywide Parks & Recreation System Master Plan, twenty-five (25) hard colored copies of the executive summary and three (3) electronic copies provided on CD's in CAD and PDF format.

6. Responsibility of the County

- A. The County will provide a Project Coordinator.
- B. The County will provide all necessary and available data, photos and documents the County possesses that would be useful to the Consultant in the completion of the required services.

PART B Countywide Trails Master Plan Update

Pursuant to Florida Statute 287.055 (the Consultant's Competitive Negotiation Act or CCNA), and the "business friendly" initiatives approved by its Board of County Commissioners, Lake County is soliciting statements of qualifications and letters of interest from firms qualified to provide a comprehensive update to the Countywide Trails Master Plan.

Respondents are advised that any award under this solicitation for Parts A & B will be under one contract with one firm.

1. Introduction

Lake County Parks & Trails Division is seeking to update the existing Countywide Trails Master Plan adopted in 2008 that would enable the County to meet standards for National Accreditation and the Statewide Comprehensive Outdoor Recreation Plan (SCORP), as well as provide both local and regional connectivity throughout the trails system.

2. Scope of Services

The focus of the updated ten (10) year Countywide Trails Master Plan will be on evaluating all existing, planned and potential trails throughout Lake County. This may include adding new potential trails, adjusting existing planned trails and removing trails that are no longer feasible.

Work with all 14 municipalities (Astatula, Clermont, Eustis, Fruitland Park, Groveland, Howey-in-the-Hills, Lady Lake, Leesburg, Mascotte, Minneola, Monteverde, Mount Dora, Tavares and Umatilla), the Lake Sumter Metropolitan Planning Organization (MPO), Office of Greenways & Trails, Lake County Public Works and Economic Growth Dept.'s, Lake County Water Authority (LCWA), the St. Johns River Water Management District (SJRWMD), Bike Walk Central Florida and all other appropriate State and Federal Agencies, as well as special interest and community organizations to assure county wide adoption of updated Trails Master Plan.

Identify needed improvements to current trails, as well as locations for any recommended facilities. Such as maintenance areas, rest areas and trailheads to better conform to changes in alignments and populations. Public involvement in identifying the needs shall be solicited through community workshops, surveys, and interviews with local officials and organizations (County, municipal, school

board, and others). A prioritized and phased project list shall be developed based on identified needs, demands, feasibility, funding and scheduling considerations.

3. The Trails Master Plan comprehensive update shall include but not be limited to the following:

- A. Needs Assessment to determine the recreational trail needs and priorities for Lake County residents and visitors.
- B. Identify and inventory all existing trails city, county or other agency in Lake County and any adjacent County's trails existing or planned that tie into any of the above. Determine feasibility and recommend additions or subtraction, including removing isolated un-connectable mini trail segments.
- C. Determine facility needs based on user surveys, public input sessions, and meetings with community organizations, municipalities, Lake County's Economic Growth and Public Works Depts., Parks, Recreation and Trails Advisory Board.
- D. Update facility and program recommendations based on collected data, projected population, and required growth management planning for existing trail facilities as well as new acquisitions that include general location recommendation, amount of Right-of-Way (ROW) required, level of facility development and timing schedule.
- E. Update recommendations on future trails facilities and programs including cooperative development, operation and maintenance of facilities and programs with municipal, state, federal, and private agencies.
- F. Develop a needs assessment to determine long term capital improvements.
- G. Assessment of all existing trails, nature, paved and equestrians and provide recommendations for markings and maintenance.
- H. Develop a standard method for calculating maintenance cost.
- I. Evaluation of maintenance staff levels.
- J. Coordinate and work closely with Lake-Sumter MPO, Office of Greenways & Trails, Lake County's Public Works and Economic Growth Departments to determine funding, building priorities and connectivity on a local and regional level.
- K. Evaluate addition of an Adopt-A-Trail program.
- L. Benchmarks of surrounding Counties (Orange, Polk, Osceola, Marion, Sumter, Volusia, and Seminole) including but not limited to inventory of trails, staff and capital/operating funds, etc.
- M. Provide updated construction drawing of typical trails sections and signage that meets all the latest standards
- N. Provide maintenance checklist and inspection checklist for staff use.

- O. Evaluate and develop security/vandalism preventions/solutions and associated cost analysis.
- P. Provide estimates on potential economic impacts of the Lake County's trails based on locations, expected usage and connections
- Q. Economic impact and funding options.
- R. Create an amenity standard for trail mile markers, benches, trash cans, bike racks and so on including distances between each amenity. (Example 1 bench every 0.10 Miles to accommodate users with disabilities)
- S. Recommend public safety improvements for existing trails and add those to standards for future trails (GPS Markers for 911 emergencies and such)
- T. Set minimum width, trail crossing, and clearance standards
- U. Coordinate with Economic Growth Dept. and integrate into the County's Comprehensive Plan.
- V. Coordinate with County's ADA Transition Plan and integrate into the updated Trails Master Plan
- W. Provide panels and maps for display showing trails built and all proposed/planned trails and their ranking, typical trail designs, typical trailheads, typical signage and other amenities.
- X. Develop final planning documents for presentations and recommendation/approval from the Public, Lake-Sumter MPO, Parks, Recreation and Trails Advisory Board and the Board of County Commissioners.

4. Meetings and Presentations

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- C. Two (2) meetings/presentations with the Lake County's Tourist Development Council.
- D. Three (3) meetings/presentations with the Parks, Recreation and Trails Advisory Board.
- E. Two (2) meeting/presentations with the Board of County Commissioners (BCC).
- F. The Consultant shall produce and present the final updated Trails Master Plan for review and approval to the Parks, Recreation and Trails Advisory Board.

- G. The Consultant shall produce and present the final updated Trails Master Plan for review and approval to the Board of County Commissioners.

5. Deliverables

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